



South Peninsula Haven House

Executive Director, South Peninsula Haven House (SPHH)

Hours: Full-time (40 hours); some evening, weekend and on-call work required

Status: Exempt | At-Will

Salary Range: starting at \$75,000 plus benefits

Benefits: Health, Dental, Vision, and Paid Leave

Reports to: Board of Directors

Location: Homer, Alaska (On-Site)

POSITION SUMMARY

The Executive Director (ED) is the face and voice of Haven House throughout our community, state, and country. The ED provides leadership in guiding Haven House strategies, goals, and mission. The ED manages day-to-day agency operations that support trauma-informed intervention and prevention of domestic violence, sexual assault, and child abuse. The ED manages operations in accordance with state and federal laws, grant regulations, and Haven House policies and procedures.

GENERAL RESPONSIBILITIES

Strategic & Operational Leadership

- In partnership with the Board of Directors (Board), develops and recommends long-term plans that position the organization to fulfill its mission
- Translates plans into operational actions with measurable outcomes, accountability, and transparency

Operations & Program Management

- Oversees the day-to-day operations of the organization ensuring that all facets effectively fulfill the Haven House mission
- Provides effective management of strategic and operational plans that engage the Board, employees, and volunteers with a focus on achieving organizational goals and objectives
- Partners with other non-profit, for-profit, and governmental organizations to further develop strategies to meet the needs of victims of violence
- In collaboration with the Board, plans/coordinates the development of organizational policies
- Oversees the monitoring and maintenance of Haven House facilities to ensure that safety and compliance standards are met
- Establishes trauma-informed processes and systems for optimal service delivery and prevention functions of the organization
- Ensures profitable and efficient operation of the Homer Thrift Store and other social enterprises Haven House develops
- Ensures confidentiality regulations and laws are adhered to and that safety protocols are in place and communicated to staff and clients
- Builds and sustains *trust* by upholding confidentiality.

People Management

- Empowers, engages, and supports leaders and employees with the intention of building effective, high-performing teams
- Provides leadership and direction for staff and volunteers to ensure a safe and positive work culture
- Ensures personnel policies are in place to comply with all legal requirements and that the policies are consistently applied
- Determines staff resource needs and ensures that employees have sufficient support and professional development opportunities
- Hires and manages performance of staff under direct supervision; reviews/approves evaluations performed by other supervisors
- Maintains current job descriptions, organizational charts, and compliance with Employee Handbook and other essential documents for human resource management
- Works with Haven House leadership team to make collaborative decisions that impact the wellbeing of staff and clients
- Serves as the liaison between SPHH staff and the Board Fiduciary
- Ensures timely and effective communications throughout the organization

Fiscal Management

- Ensures prudent fiscal stewardship of all aspects of the organization including internal controls and compliance with state, federal, IRS, and funding protocols
- Ensures accounting policies and procedures are followed and controls are in place to promote financial integrity
- Develops the annual budget for Board approval and prudently manage operations and services within the approved budget
- Regularly provides reports on the financial status of the organization, and any anticipated challenges and alternatives

Fund & Donor Development

- Participates on the Board's Fundraising Committee
- Ensures sustainable and necessary funding sources to fulfill the Haven House mission and strategic plans
- Builds meaningful relationships with volunteers, funders, and donors to educate them on the organization's mission and vision and the services it provides
- Ensures Homer Thrift Store and other social enterprises operated by Haven House support the mission of the organization

Community & External Relations

- Serves as the face and voice of Haven House throughout its geographic service area
- Participates in collaborative leadership opportunities
- Maintains contact and membership with local, state, regional, and national organizations including representing SPHH at the Alaska Network on Domestic Violence & Sexual Assault
- Provides testimony and information in public and legislative forums essential for effective prevention, intervention, and response to sexual and physical violence
- Positions Haven House as a leader in the community/state in the areas of collaboration and innovative partnerships

Board Relations

- Participates with the Board in strategic planning
- Drafts action plans to implement long-term goals developed by the Board
- Advises the Board on issues impacting the mission of the organization
- Attends all Board meetings and provides written reports of all program activities staffing, and services provided, as well as a financial overview of the organization
- Serves as a member of all the major Board Committees

Other Requirements

- Promotes and adheres to the Haven House vision and mission
- Ensures all activities are managed with integrity and transparency and are in compliance with applicable laws, regulations, and Haven House policy
- Obtains Board approval for employment activities outside of the organization; assumes no duties that are unrelated to and/or interfere with her/his/their administrative duties

REQUIRED QUALIFICATIONS

- Bachelor's Degree in relevant field required. Master's degree preferred.
- 3+ years working in a field related to domestic violence
- 5+ years of proven leadership and upper management experience in organizations of a similar size; prior experience working in a domestic violence shelter preferred
- Ability to work with diverse peoples and value systems
- Experience with working in a nonprofit and for a Board of Directors
- Experience in managing a diverse staff in a collaborative work environment
- Experience in short-term and long-term strategic planning
- Excellent internal and external communication skills, both verbal and written
- Experience in nonprofit finance management, budget development and fundraising
- Experience in grant writing and securing private and government funding
- Proven record in developing community partnerships
- Personal commitment to Haven House core values: confidentiality, compassion, dignity, and respect

The successful candidate must pass a comprehensive civil and criminal background check.

In accordance with Federal law, this agency is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.